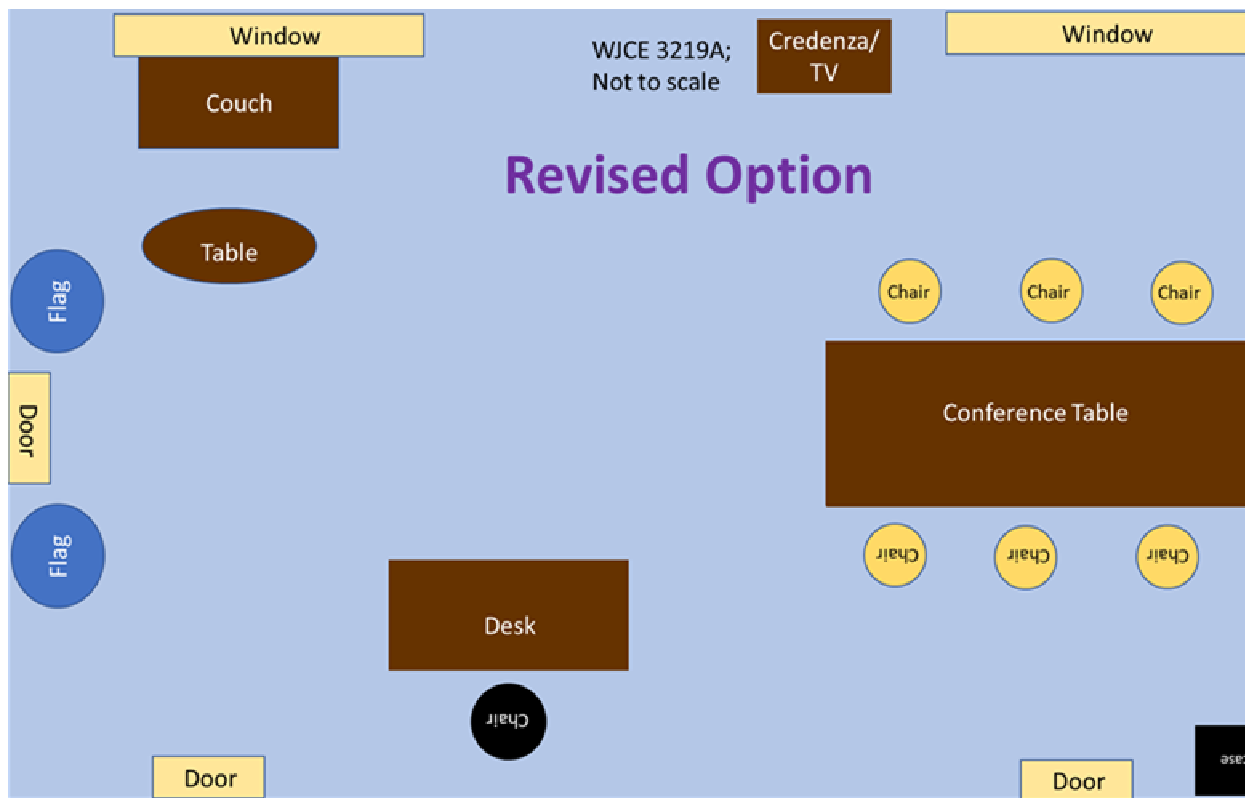


Zipf, Lynn (she/her/hers)

From: Aguirre, Janita
Sent: Friday, January 7, 2022 11:47 AM
To: Zipf, Lynn
Subject: AA Office (layout reconfiguration)

Hi Lynn,

Here's the revised layout that Radhika would like. Note: there's currently a bookcase where she wants her desk, but Crystal and I have not heard whether she wants that bookcase moved or removed. Please let me know if you have any questions or concerns.



Thank you,
Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water
Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Thursday, January 06, 2022 1:58 PM
To: Aguirre, Janita <Aguirre.Janita@epa.gov>
Subject: FW: AA Office (initial layout for new screen delivery)

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

From: Stevens, Robert <Stevens.Robert@epa.gov>
Sent: Thursday, January 6, 2022 9:17 AM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>
Cc: Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Subject: FW: AA Office (initial layout for new screen delivery)

Lynn, the proposed layout that Janita developed in July was primarily to address the new Microsoft multi-media/TV system coming into the office. It keeps Radhika's desk in its existing position. So please clarify whether the new desk should go in its current location or whether it should be installed at its original location (where the conference table is located.) You can then coordinate with Janita, Crystal Penman, Radhika, and others in the front office as necessary, on the removal of the current desk and delivery/assembly of the new desk.

Thanks.

Robert Stevens, Director
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
US EPA (4101M), EPA East Room 3311A
Washington, DC 20460
(202) 564-5703
(202) 564-0500 (FAX)
stevens.robert@epa.gov

In an effort to evaluate customer satisfaction, MOS would appreciate your taking a few moments to provide feedback to the [MOS Feedback](#) email box. Your time and effort are greatly appreciated.

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From: Aguirre, Janita <Aguirre.Janita@epa.gov>
Sent: Wednesday, July 07, 2021 3:27 PM
To: Vazquez, Sharon <Vazquez.Sharon@epa.gov>; Rey, Dominique <Rey.Dominique@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>
Subject: AA Office (initial layout for new screen delivery)

Hi Dominique and Sharon,

Thank you for helping get things in motion for Radhika's office. Here's what I'm thinking for the initial layout changes. What do you think? The good news is that the new 75" screen is on wheels, so can be moved as needed. NOTE – this is from my memory and not to scale.

Also, this is part one of the office layout changes. I will seek Radhika's confirmation of other furniture moves/changes.

Thank you,

Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water

Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: [Zipf, Lynn](#)
To: [Murray, Cheryl](#)
Cc: [Myers, Kevin](#); [Baker, Philip](#); [Stevens, Robert](#); [Knolton, Lashan](#); [Torrez, Alfredo](#); [Aguirre, Janita](#); [Penman, Crystal](#); [Fields, Wanda](#)
Subject: Desk Delivery for OW AA 3219A January 13, 2022
Date: Wednesday, January 5, 2022 2:59:10 PM

Cheryl, the desk for OW's AA will be delivered on January 13, 2022. Given that a new desk is being delivered, the old desk will need to be removed. In addition, the AA has asked for some of the furniture to be moved to allow for a different configuration and location of the new desk in her office. I still need to check on the OW AA's calendar for availability and least disturbance on January 12/13 2022 to make all of this happen.

Please let me know how to best coordinate this.

Thanks in advance for your assistance.

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water
(202) 564-1509

From: [Fox, Radhika](#)
To: [Zipf, Lynn](#); [Aguirre, Janita](#)
Subject: desk
Date: Wednesday, January 12, 2022 11:44:32 AM

Hi there – I am in the office today. Is the desk still being removed today?

And, is the new desk and office chair coming tomorrow?

thanks

Radhika Fox

Assistant Administrator

Office of Water

U.S. Environmental Protection Agency

Fox.Radhika@epa.gov

Zipf, Lynn (she/her/hers)

From: Aguirre, Janita
Sent: Thursday, January 27, 2022 10:11 AM
To: Benita Best-Wong
Subject: Furniture Delivered!

From: Penman, Crystal <Penman.Crystal@epa.gov>
Sent: Thursday, January 27, 2022 10:04 AM
To: Fields, Wanda <Fields.Wanda@epa.gov>; Zipf, Lynn <Zipf.Lynn@epa.gov>
Cc: Aguirre, Janita <Aguirre.Janita@epa.gov>
Subject: Thank You!











Thank you for all of your help with Radhika's furniture delivery. I know this was challenging but the end result is one HAPPY Assistant Administrator. Much appreciated!
Sent from my iPhone

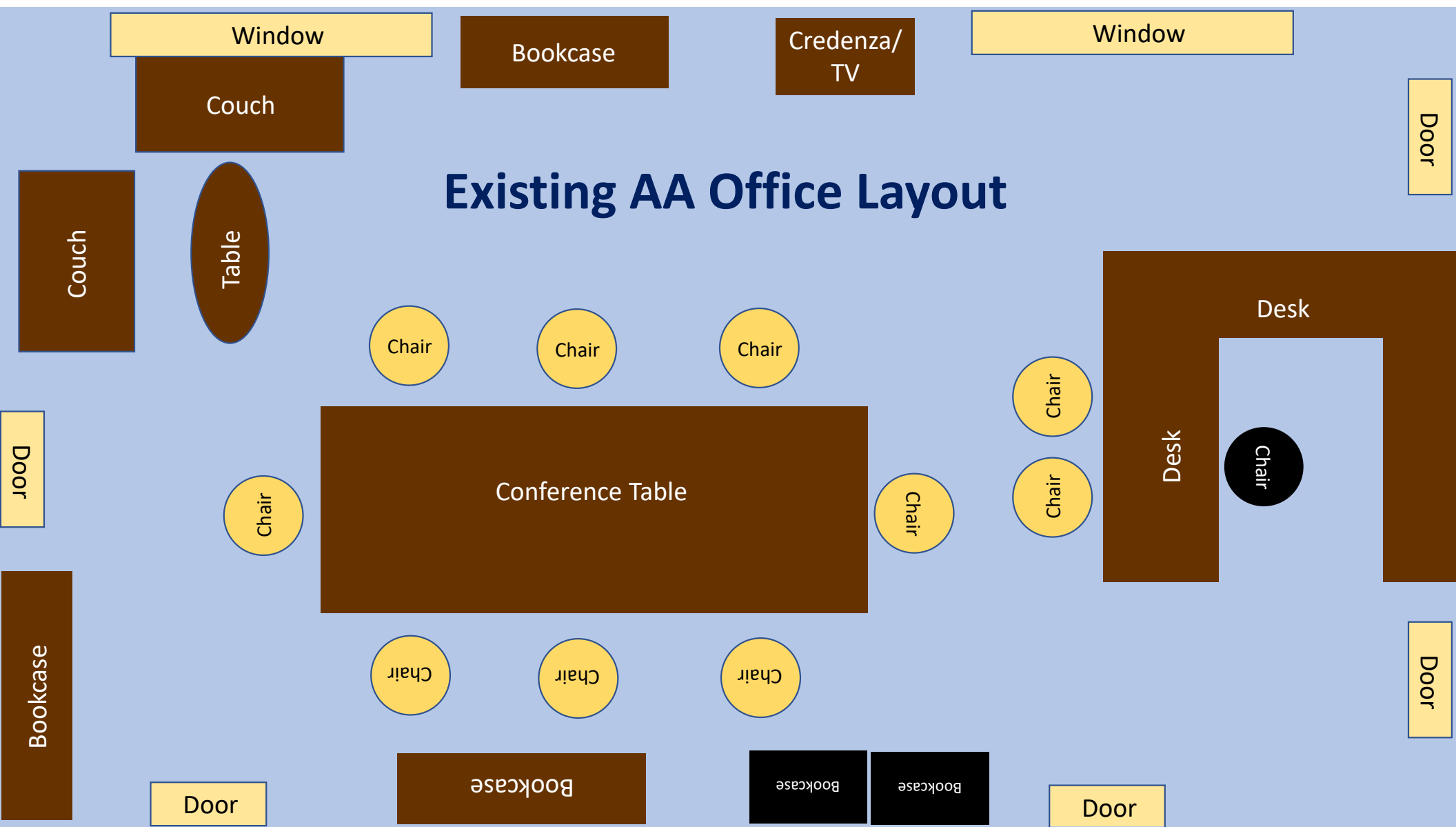
Zipf, Lynn (she/her/hers)

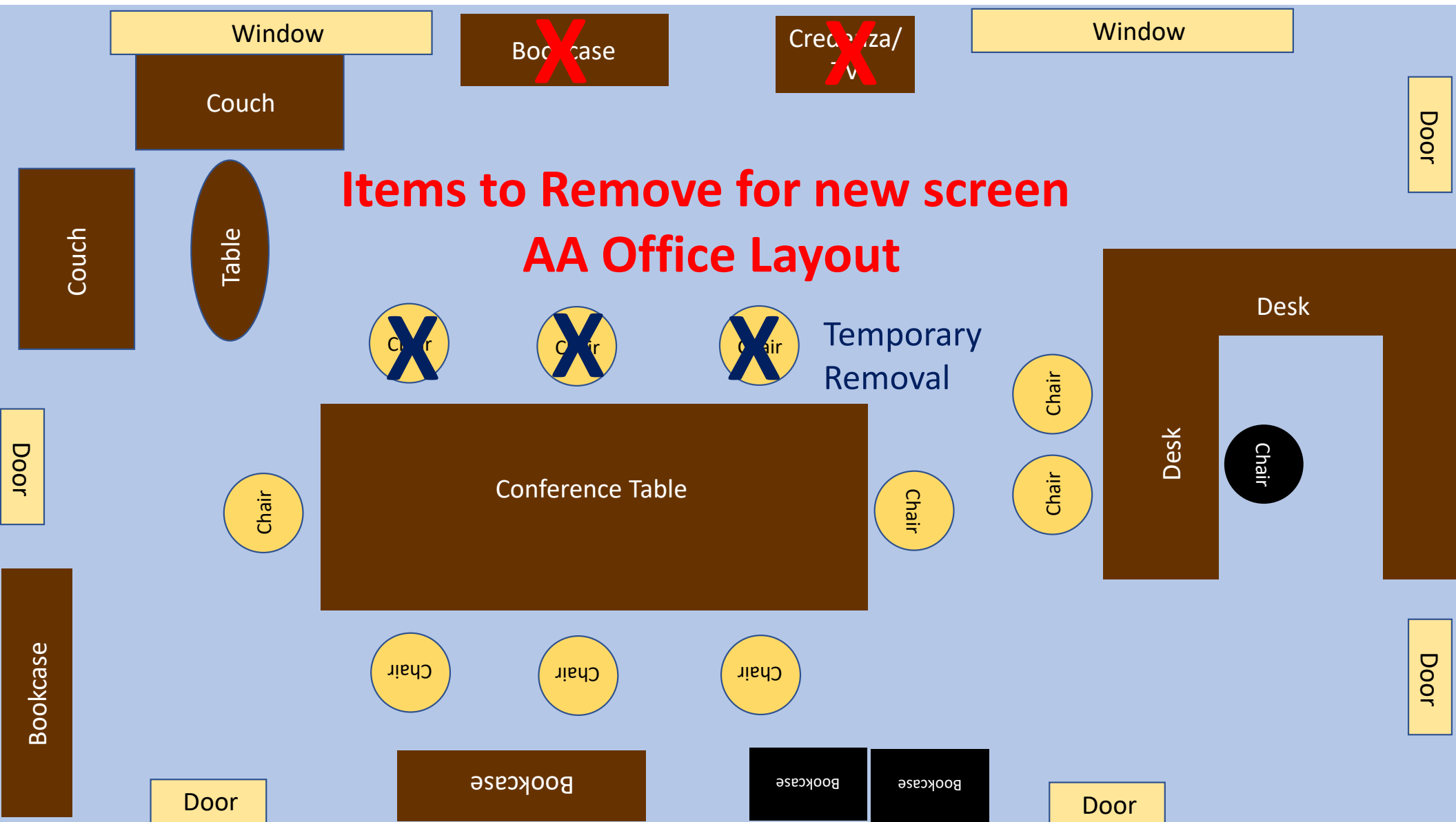
From: Penman, Crystal
Sent: Thursday, January 27, 2022 8:54 AM
To: Aguirre, Janita
Subject: Furniture surplus

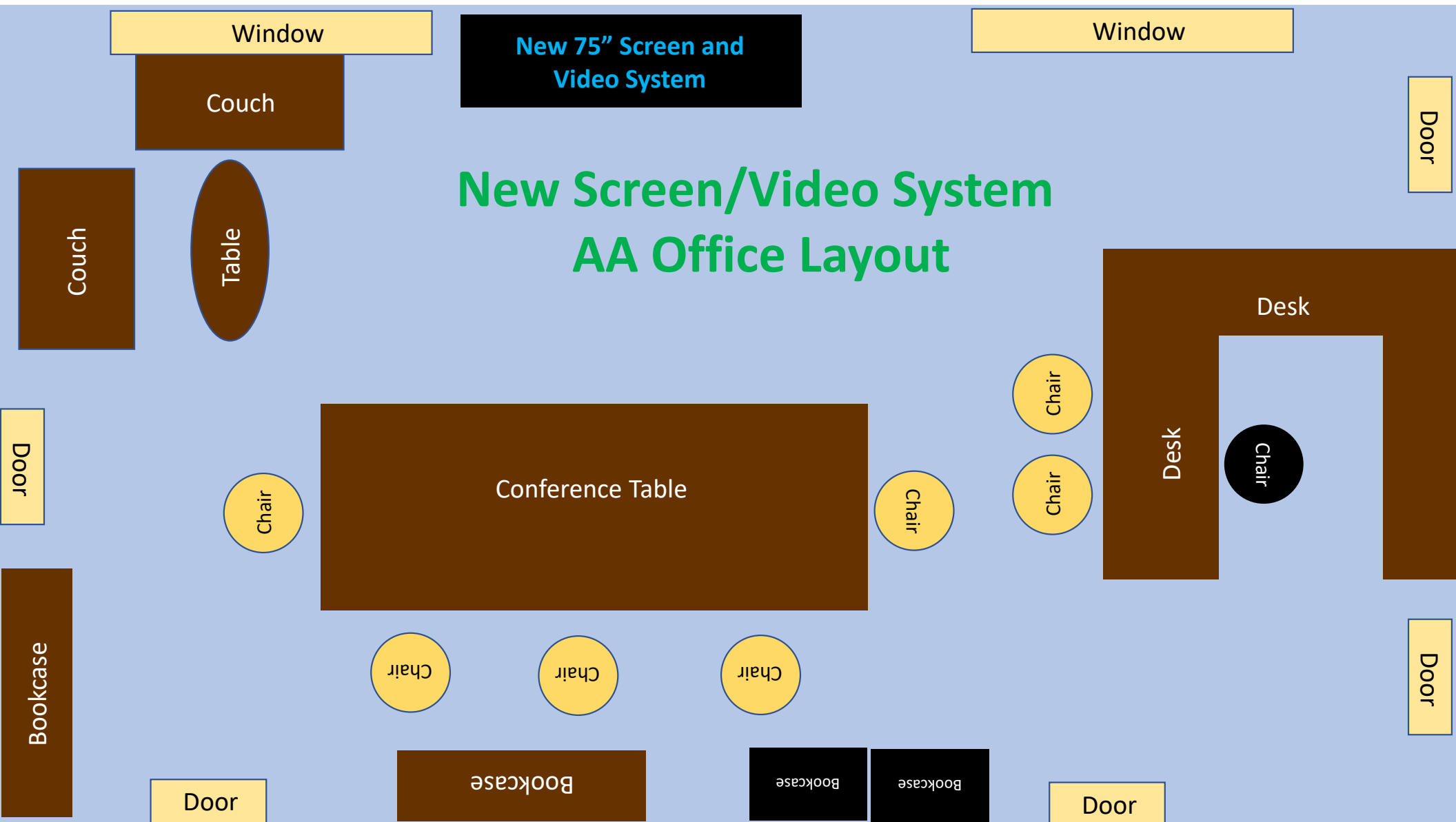
Sent from my











New Screen/Video System
AA Office Layout

From: [Zipf, Lynn](#)
To: [Aguirre, Janita](#)
Subject: FW: AA Office (initial layout for new screen delivery)
Date: Thursday, January 6, 2022 1:58:17 PM
Attachments: [AA Office Layout for new screen.pptx](#)

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water
(202) 564-1509

From: Stevens, Robert <Stevens.Robert@epa.gov>

Sent: Thursday, January 6, 2022 9:17 AM

To: Zipf, Lynn <Zipf.Lynn@epa.gov>

Cc: Torrez, Alfredo <Torrez.Alfredo@epa.gov>

Subject: FW: AA Office (initial layout for new screen delivery)

Lynn, the proposed layout that Janita developed in July was primarily to address the new Microsoft multi-media/TV system coming into the office. It keeps Radhika's desk in its existing position. So please clarify whether the new desk should go in its current location or whether it should be installed at its original location (where the conference table is located.) You can then coordinate with Janita, Crystal Penman, Radhika, and others in the front office as necessary, on the removal of the current desk and delivery/assembly of the new desk.

Thanks.

Robert Stevens, Director
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
US EPA (4101M), EPA East Room 3311A
Washington, DC 20460
(202) 564-5703
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stevens.robert@epa.gov

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From: Aguirre, Janita <Aguirre.Janita@epa.gov>

Sent: Wednesday, July 07, 2021 3:27 PM

To: Vazquez, Sharon <Vazquez.Sharon@epa.gov>; Rey, Dominique <Rey.Dominique@epa.gov>

Cc: Stevens, Robert <Stevens.Robert@epa.gov>

Subject: AA Office (initial layout for new screen delivery)

Hi Dominique and Sharon,

Thank you for helping get things in motion for Radhika's office. Here's what I'm thinking for the initial layout changes. What do you think? The good news is that the new 75" screen is on wheels, so can be moved as needed. NOTE – this is from my memory and not to scale.

Also, this is part one of the office layout changes. I will seek Radhika's confirmation of other

furniture moves/changes.

Thank you,

Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water

Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: [Aguirre, Janita](#)
To: [Benita Best-Wong](#)
Subject: FW: removal of chairs
Date: Wednesday, January 19, 2022 5:40:00 PM

From: Fox, Radhika <Fox.Radhika@epa.gov>
Sent: Wednesday, January 19, 2022 5:27 PM
To: Aguirre, Janita <Aguirre.Janita@epa.gov>
Subject: RE: removal of chairs

This is something that you could have check in on earlier in the week to make sure things were on track. thanks

From: Aguirre, Janita <Aguirre.Janita@epa.gov>
Sent: Wednesday, January 19, 2022 5:23 PM
To: Fox, Radhika <Fox.Radhika@epa.gov>
Subject: RE: removal of chairs

I, too, just heard the update today, and believed we were on track for tomorrow.

Thank you,

Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water

Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: Fox, Radhika <Fox.Radhika@epa.gov>
Sent: Wednesday, January 19, 2022 5:19 PM
To: Aguirre, Janita <Aguirre.Janita@epa.gov>
Subject: FW: removal of chairs

Janita – you should have updated me on this. Thanks, Radhika

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Wednesday, January 19, 2022 5:14 PM
To: Fox, Radhika <Fox.Radhika@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>
Cc: Penman, Crystal <Penman.Crystal@epa.gov>
Subject: RE: removal of chairs

Radhika – from the email traffic last week, that was the next possible delivery date. It has been beyond frustrating trying to communicate and elevate the request with this company. I cannot get a confirmation as to a delivery date, and I unfortunately suspect that tomorrow's weather is not helping.

I will keep you updated as to status.

Lynn Zipf

Acting Director, Organizational Support Services

Management and Operations Staff

Office of Water

(202) 564-1509

From: Fox, Radhika <Fox.Radhika@epa.gov>
Sent: Wednesday, January 19, 2022 5:04 PM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>
Cc: Penman, Crystal <Penman.Crystal@epa.gov>

Subject: RE: removal of chairs

Hi Lynn – I thought my desk was arriving Thursday (tomorrow)? That was the latest I heard from Janita last week. So I was assuming that was happening tomorrow

From: Zipf, Lynn <Zipf.Lynn@epa.gov>

Sent: Wednesday, January 19, 2022 4:35 PM

To: Aguirre, Janita <Aguirre.Janita@epa.gov>; Fox, Radhika <Fox.Radhika@epa.gov>

Cc: Penman, Crystal <Penman.Crystal@epa.gov>

Subject: RE: removal of chairs

Good Afternoon – more than glad to assist with getting the furniture removed from Bruno’s Office and the OW foyer. I will need more information about which chairs in Bruno’s office, and before we move the drawers, we will need to empty them of any files. I am planning on coming in to the office either tomorrow or Friday, and can spend some time packing up those files. Is there a day that would be better to coordinate?

I am still waiting to hear back from National Business Furniture and their delivery company with a new date for the delivery of the desk. I will provide an update by the end of the week.

As for the desk chair, it is being resent. Quote from email from EvensonBest.com “I hate to bring bad news, but unfortunately UPS lost the Life Chair during transit and that's why the tracking has not updated in a week's time.

Knoll is working on a replacement order and expediting the process. I will be in touch with the new ship date.” I do not understand how a desk chair can get lost.

Question on whether or not we should return the “new” conference room chairs to facilities. We could look for other chairs in their inventory.

Please let me know if you have any questions.

Lynn Zipf

Acting Director, Organizational Support Services

Management and Operations Staff

Office of Water

(202) 564-1509

From: Aguirre, Janita <Aguirre.Janita@epa.gov>

Sent: Wednesday, January 19, 2022 3:58 PM

To: Fox, Radhika <Fox.Radhika@epa.gov>; Zipf, Lynn <Zipf.Lynn@epa.gov>

Cc: Penman, Crystal <Penman.Crystal@epa.gov>

Subject: RE: removal of chairs

Hi Radhika,

I’m looping in Lynn to help assist in processing this request. Lynn, once the request is submitted to building services, please let us know the anticipated timeframe for the removal.

Thank you,

Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water

Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: Fox, Radhika <Fox.Radhika@epa.gov>

Sent: Wednesday, January 19, 2022 3:52 PM

To: Aguirre, Janita <Aguirre.Janita@epa.gov>

Cc: Penman, Crystal <Penman.Crystal@epa.gov>

Subject: removal of chairs

Janita – could you please have someone come remove chairs from Bruno’s office? And also the file cabinets in the foyer to office of water space? Let me know when they can do that. thanks! Radhika

Radhika Fox

Assistant Administrator

Office of Water

U.S. Environmental Protection Agency

Fox.Radhika@epa.gov

Zipf, Lynn (she/her/hers)

From: Aguirre, Janita
Sent: Friday, January 7, 2022 1:27 PM
To: Zipf, Lynn
Subject: RE: AA Office (layout reconfiguration)

I let her know that the changes would need to happen next Monday-Wednesday because the new desk arrives Thursday. I'd say Monday-Tuesday will be best. She will be in the office on Wednesday, but that seems too close to the time of delivery for the new desk. Will you let us know if building services says she needs to not be in her office next Wednesday? We could have her set up in the conference room.

Thank you,
Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water
Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Friday, January 07, 2022 1:05 PM
To: Aguirre, Janita <Aguirre.Janita@epa.gov>
Subject: RE: AA Office (layout reconfiguration)

Thank you. I can at least get started with that. Do you/Crystal have a sense of when her old desk can be removed? Is there a day that would work better to get all of this done next week?

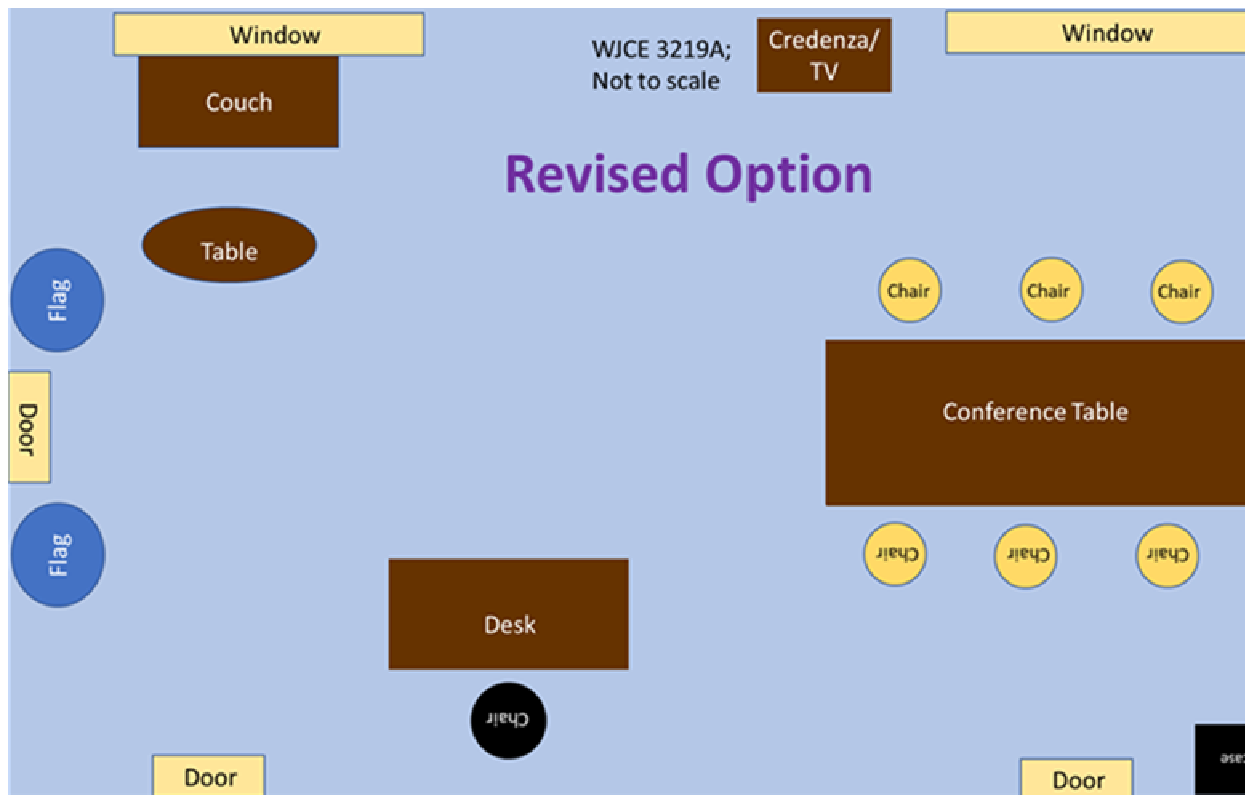
Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

From: Aguirre, Janita <Aguirre.Janita@epa.gov>
Sent: Friday, January 7, 2022 11:47 AM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>
Subject: AA Office (layout reconfiguration)

Hi Lynn,

Here's the revised layout that Radhika would like. Note: there's currently a bookcase where she wants her desk, but Crystal and I have not heard whether she wants that bookcase moved or removed. Please let me know if you have any questions or concerns.



Thank you,

Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water

Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: Zipf, Lynn <Zipf.Lynn@epa.gov>

Sent: Thursday, January 06, 2022 1:58 PM

To: Aguirre, Janita <Aguirre.Janita@epa.gov>

Subject: FW: AA Office (initial layout for new screen delivery)

Lynn Zipf

Acting Director, Organizational Support Services

Management and Operations Staff

Office of Water

(202) 564-1509

From: Stevens, Robert <Stevens.Robert@epa.gov>

Sent: Thursday, January 6, 2022 9:17 AM

To: Zipf, Lynn <Zipf.Lynn@epa.gov>

Cc: Torrez, Alfredo <Torrez.Alfredo@epa.gov>

Subject: FW: AA Office (initial layout for new screen delivery)

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Office of Water, Office of the Assistant Administrator
US EPA (4101M), EPA East Room 3311A
Washington, DC 20460
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Sent: Wednesday, July 07, 2021 3:27 PM
To: Vazquez, Sharon <Vazquez.Sharon@epa.gov>; Rey, Dominique <Rey.Dominique@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>
Subject: AA Office (initial layout for new screen delivery)

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Also, this is part one of the office layout changes. I will seek Radhika's confirmation of other furniture moves/changes.

Thank you,

Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water
Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

Zipf, Lynn (she/her/hers)

From: Rey, Dominique
Sent: Monday, January 10, 2022 12:53 PM
To: Zipf, Lynn; Myers, Kevin; Murray, Cheryl; Fields, Wanda; Aguirre, Janita; Penman, Crystal; McFadden, Joseph
Cc: Baker, Philip; Torrez, Alfredo; Stevens, Robert; Knolton, Lashan
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

Wonderful, thanks!



Dominique Rey, PMP

Director | SITL | IMO

[Office of Water](#) | Management & Operations Staff | [Project Management Office](#)

Office (202) 564-1982 | mobile (703) 483-5336

Using Microsoft Teams? Click [here](#) to chat with me on [Microsoft Teams](#)

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Monday, January 10, 2022 12:52 PM
To: Rey, Dominique <Rey.Dominique@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>; McFadden, Joseph <McFadden.Joseph@epa.gov>
Cc: Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

Phone just got moved – Glenn Greenwood aka IT person came by and got it done. Super efficient and professional!!

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

From: Rey, Dominique <Rey.Dominique@epa.gov>
Sent: Monday, January 10, 2022 12:37 PM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>; McFadden, Joseph <McFadden.Joseph@epa.gov>
Cc: Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

Adding Joe McFadden for the phone move request status.

Thanks,



Dominique Rey, PMP

Director | SITL | IMO

[Office of Water](#) | Management & Operations Staff | [Project Management Office](#)

Office (202) 564-1982 | mobile (703) 483-5336

Using Microsoft Teams? Click [here](#) to chat with me on [Microsoft Teams](#)

From: Zipf, Lynn <Zipf.Lynn@epa.gov>

Sent: Monday, January 10, 2022 12:20 PM

To: Myers, Kevin <Myers.Kevin@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>

Cc: Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>; Rey, Dominique <Rey.Dominique@epa.gov>

Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

The desk and bookshelf are clear of personal belongings. An IT person came to 3219A to check on the phone and computer connections in the room, and turned on two additional connections.

I know premier support is coming to move the computer equipment. How do we get the phone moved off the desk?

Lynn Zipf

Acting Director, Organizational Support Services

Management and Operations Staff

Office of Water

(202) 564-1509

From: Zipf, Lynn

Sent: Monday, January 10, 2022 10:04 AM

To: Myers, Kevin <Myers.Kevin@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>

Cc: Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>

Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

I am in the office to do just that.

Lynn Zipf

Acting Director, Organizational Support Services

Management and Operations Staff

Office of Water

(202) 564-1509

From: Myers, Kevin <Myers.Kevin@epa.gov>

Sent: Monday, January 10, 2022 9:58 AM

To: Zipf, Lynn <Zipf.Lynn@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda

<Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>
Cc: Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert
<Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

Also, just a reminder that the desk needs to be cleared off and the drawers emptied of any contents.

Thanks-

Kevin L. Myers
Chief, HQ Operations Branch
OMS/OA/FMSD
202-564-3112
202-604-1798 (cell)

From: Myers, Kevin
Sent: Monday, January 10, 2022 9:52 AM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda
<Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>
Cc: Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert
<Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

Good morning Lynn-

Cheryl is off today; she may have made other arrangements, but just in case, I have submitted a 5100 to have it removed and surplussed by tomorrow. Ticket Number FY22-00428.

Thank you-

Kevin L. Myers
Chief, HQ Operations Branch
OMS/OA/FMSD
202-564-3112
202-604-1798 (cell)

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Monday, January 10, 2022 9:39 AM
To: Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita
<Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>
Cc: Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert
<Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

Kevin – I have not yet heard back from Cheryl about moving the current desk today. Your assistance would be greatly appreciated. Do I need to submit a ticket?

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

From: Zipf, Lynn
Sent: Friday, January 7, 2022 3:58 PM
To: Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>
Cc: Myers, Kevin <Myers.Kevin@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

[@Murray, Cheryl](#) – below is a schematic of how the OW AA would like WJCE 3219A to be set up. Per this email chain, the desk currently in WJCE 3219A needs to be taken out, and some of the other furniture moved. Please work with Building Services to get the desk removed and furniture moved early next week, Monday/Tuesday January 10/11.

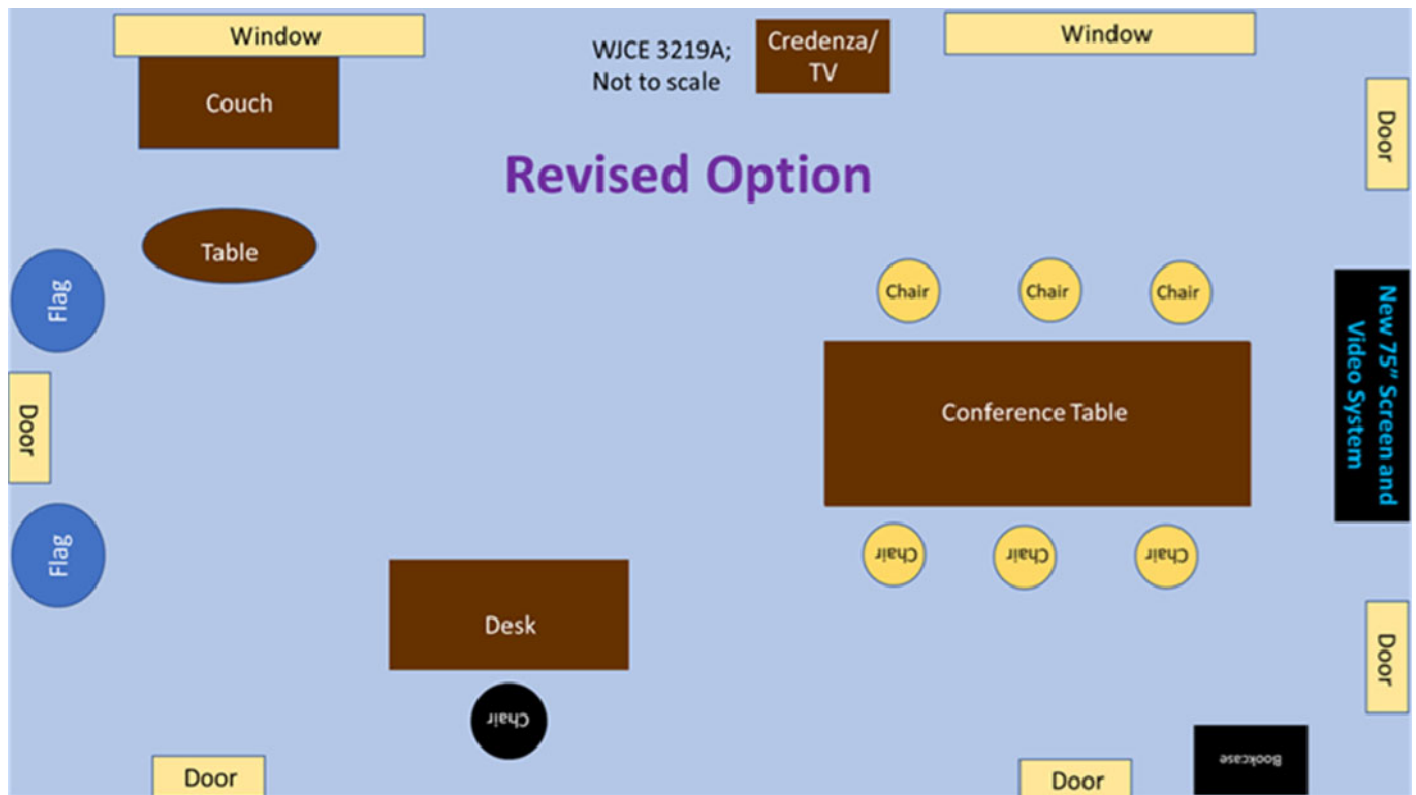
[@Aguirre, Janita](#) and [@Penman, Crystal](#) – Please coordinate with Premier Support to make sure all of the electronic equipment has been moved from the desk and other furniture, and that the Screen and Video System is moved to its new location and functioning once the furniture has been moved.

[@Fields, Wanda](#) – please confirm that the new desk will be delivered to WJCE 3219A.

I will go in on Monday to make sure the desk drawers etc are empty.

As you all read through this email, please let me know what I missed and still needs to be taken care of.

Thank you in advance for your assistance.



Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

From: Murray, Cheryl <Murray.Cheryl@epa.gov>
Sent: Thursday, January 6, 2022 8:03 AM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>
Cc: Myers, Kevin <Myers.Kevin@epa.gov>
Subject: RE: Desk Delivery for OW AA 3219A January 13, 2022

Good Morning Lynn,

Per our phone conversation, please let me know when labor services can remove the desk in Suite 3219A. In order for the desk to be removed, it will need to be clear of the computer equipment and phone. Keep in mind that the data/electrical outlets are in place for the existing configuration. There might be a cost to switch out data/electrical outlets if you want to have a new configuration. Thanks and call me if you have any questions.

Cheryl D. Murray
Building Manager
Ronald Reagan Building, Room M312K
(202) 564-3003 (Office)
(202) 510-3395 (Cell)
(202) 564-2590 (Fax)

From: Zipf, Lynn <Zipf.Lynn@epa.gov>

Sent: Wednesday, January 05, 2022 2:59 PM

To: Murray, Cheryl <Murray.Cheryl@epa.gov>

Cc: Myers, Kevin <Myers.Kevin@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>

Subject: Desk Delivery for OW AA 3219A January 13, 2022

Cheryl, the desk for OW's AA will be delivered on January 13, 2022. Given that a new desk is being delivered, the old desk will need to be removed. In addition, the AA has asked for some of the furniture to be moved to allow for a different configuration and location of the new desk in her office. I still need to check on the OW AA's calendar for availability and least disturbance on January 12/13 2022 to make all of this happen.

Please let me know how to best coordinate this.

Thanks in advance for your assistance.

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent on: Monday, January 10, 2022 8:10:10 PM
To: Rey, Dominique <Rey.Dominique@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>; McFadden, Joseph <McFadden.Joseph@epa.gov>
CC: Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

Current status – desk is clear of personal belongings, phone has been moved, computer equipment still on desk.
 Am leaving office and finishing day at my telework location.

Lynn Zipf
 Acting Director, Organizational Support Services
 Management and Operations Staff
 Office of Water
 (202) 564-1509

From: Rey, Dominique <Rey.Dominique@epa.gov>
Sent: Monday, January 10, 2022 12:53 PM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>; Myers, Kevin <Myers.Kevin@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>; McFadden, Joseph <McFadden.Joseph@epa.gov>
Cc: Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022
 Wonderful, thanks!



Dominique Rey, PMP

Director | SITL | IMO

Office of Water | Management & Operations Staff | [Project Management Office](#)

Office (202) 564-1982 | mobile (703) 483-5336

Using Microsoft Teams? Click [here](#) to chat with me on [Microsoft Teams](#)

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Monday, January 10, 2022 12:52 PM
To: Rey, Dominique <[Rey.Dominique@epa.gov](#)>; Myers, Kevin <[Myers.Kevin@epa.gov](#)>; Murray, Cheryl <[Murray.Cheryl@epa.gov](#)>; Fields, Wanda <[Fields.Wanda@epa.gov](#)>; Aguirre, Janita <[Aguirre.Janita@epa.gov](#)>; Penman, Crystal <[Penman.Crystal@epa.gov](#)>; McFadden, Joseph <[McFadden.Joseph@epa.gov](#)>
Cc: Baker, Philip <[baker.philip@epa.gov](#)>; Torrez, Alfredo <[Torrez.Alfredo@epa.gov](#)>; Stevens, Robert <[Stevens.Robert@epa.gov](#)>; Knolton, Lashan <[Knolton.Lashan@epa.gov](#)>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

Zipf, Lynn (she/her/hers)

From: Penman, Crystal
Sent: Friday, January 7, 2022 4:37 PM
To: Zipf, Lynn; Murray, Cheryl; Fields, Wanda; Aguirre, Janita
Cc: Myers, Kevin; Baker, Philip; Torrez, Alfredo; Stevens, Robert; Knolton, Lashan
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

You may need to go through building services not premiere.

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Friday, January 7, 2022 4:35 PM
To: Penman, Crystal <Penman.Crystal@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>
Cc: Myers, Kevin <Myers.Kevin@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

I would assume so. Is that a Premier Support request or separate?

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

From: Penman, Crystal <Penman.Crystal@epa.gov>
Sent: Friday, January 7, 2022 4:16 PM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>; Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>
Cc: Myers, Kevin <Myers.Kevin@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

Will Radhika's phone/phone line move as well?

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Friday, January 7, 2022 3:58 PM
To: Murray, Cheryl <Murray.Cheryl@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>
Cc: Myers, Kevin <Myers.Kevin@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>
Subject: RE: Desk Delivery for OW AA WJCE 3219A January 13, 2022

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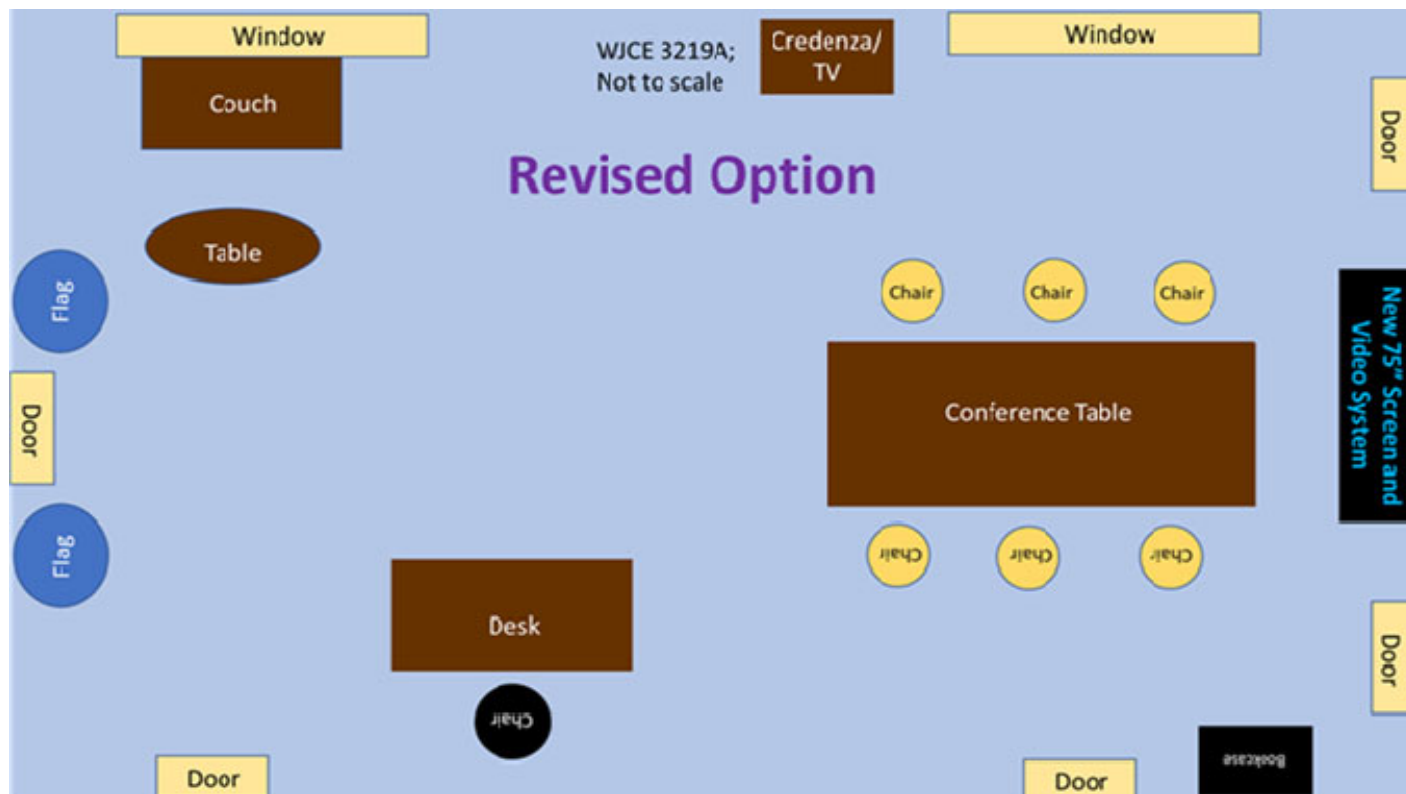
@Aguirre, Janita and @Penman, Crystal – Please coordinate with Premier Support to make sure all of the electronic equipment has been moved from the desk and other furniture, and that the Screen and Video System is moved to its new location and functioning once the furniture has been moved.

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I will go in on Monday to make sure the desk drawers etc are empty.

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Thank you in advance for your assistance.



Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

From: Murray, Cheryl <Murray.Cheryl@epa.gov>
Sent: Thursday, January 6, 2022 8:03 AM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>
Cc: Myers, Kevin <Myers.Kevin@epa.gov>
Subject: RE: Desk Delivery for OW AA 3219A January 13, 2022

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Cheryl D. Murray
Building Manager
Ronald Reagan Building, Room M312K
(202) 564-3003 (Office)
(202) 510-3395 (Cell)
(202) 564-2590 (Fax)

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Wednesday, January 05, 2022 2:59 PM
To: Murray, Cheryl <Murray.Cheryl@epa.gov>
Cc: Myers, Kevin <Myers.Kevin@epa.gov>; Baker, Philip <baker.philip@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Knolton, Lashan <Knolton.Lashan@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>; Penman, Crystal <Penman.Crystal@epa.gov>; Fields, Wanda <Fields.Wanda@epa.gov>
Subject: Desk Delivery for OW AA 3219A January 13, 2022

Cheryl, the desk for OW's AA will be delivered on January 13, 2022. Given that a new desk is being delivered, the old desk will need to be removed. In addition, the AA has asked for some of the furniture to be moved to allow for a different configuration and location of the new desk in her office. I still need to check on the OW AA's calendar for availability and least disturbance on January 12/13 2022 to make all of this happen.

Please let me know how to best coordinate this.

Thanks in advance for your assistance.

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

From: [Fox, Radhika](#)
To: [Zipf, Lynn](#); [Aguirre, Janita](#)
Subject: RE: desk
Date: Wednesday, January 12, 2022 2:08:36 PM

Thank Lynn – they have removed the desk – and I also got them to remove the extra furniture in Bruno’s office which has been around and that we had requested removal. Hopefully they will be able to vacuum in my office before the new desk comes

Also, will my desk chair be coming with the desk? I had them take that too

Finally, Benita said you were working on the flags. Do you have an update there? thanks

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Wednesday, January 12, 2022 11:50 AM
To: Fox, Radhika <Fox.Radhika@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>
Subject: RE: desk

Radhika – I must have just missed you. I came in to check if the desk was removed, and sent a follow up email to facilities letting them know the desk was still in your office. The desk should have been removed yesterday.

To the best of my knowledge, your new desk is arriving tomorrow. We are working with the company to get them to fill out the paperwork so they can get past the guard desk to the loading dock. Will keep you apprised.

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water
(202) 564-1509

From: Fox, Radhika <Fox.Radhika@epa.gov>
Sent: Wednesday, January 12, 2022 11:45 AM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>
Subject: desk

Hi there – I am in the office today. Is the desk still being removed today?

And, is the new desk and office chair coming tomorrow?

thanks

Radhika Fox
Assistant Administrator
Office of Water
U.S. Environmental Protection Agency
Fox.Radhika@epa.gov

From: [Fox, Radhika](#)
To: [Aguirre, Janita](#)
Subject: RE: removal of chairs
Date: Wednesday, January 19, 2022 5:27:05 PM

This is something that you could have check in on earlier in the week to make sure things were on track. thanks

From: Aguirre, Janita <Aguirre.Janita@epa.gov>
Sent: Wednesday, January 19, 2022 5:23 PM
To: Fox, Radhika <Fox.Radhika@epa.gov>
Subject: RE: removal of chairs

I, too, just heard the update today, and believed we were on track for tomorrow.

Thank you,

Janita

Janita Aguirre – Chief of Staff
U.S. Environmental Protection Agency | Office of Water
Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: Fox, Radhika <Fox.Radhika@epa.gov>
Sent: Wednesday, January 19, 2022 5:19 PM
To: Aguirre, Janita <Aguirre.Janita@epa.gov>
Subject: FW: removal of chairs

Janita – you should have updated me on this. Thanks, Radhika

From: Zipf, Lynn <Zipf.Lynn@epa.gov>
Sent: Wednesday, January 19, 2022 5:14 PM
To: Fox, Radhika <Fox.Radhika@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>
Cc: Penman, Crystal <Penman.Crystal@epa.gov>
Subject: RE: removal of chairs

Radhika – from the email traffic last week, that was the next possible delivery date. It has been beyond frustrating trying to communicate and elevate the request with this company. I cannot get a confirmation as to a delivery date, and I unfortunately suspect that tomorrow's weather is not helping.

I will keep you updated as to status.

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water
(202) 564-1509

From: Fox, Radhika <Fox.Radhika@epa.gov>
Sent: Wednesday, January 19, 2022 5:04 PM
To: Zipf, Lynn <Zipf.Lynn@epa.gov>; Aguirre, Janita <Aguirre.Janita@epa.gov>
Cc: Penman, Crystal <Penman.Crystal@epa.gov>
Subject: RE: removal of chairs

Hi Lynn – I thought my desk was arriving Thursday (tomorrow)? That was the latest I heard from Janita last week. So I was assuming that was happening tomorrow

From: Zipf, Lynn <Zipf.Lynn@epa.gov>

Sent: Wednesday, January 19, 2022 4:35 PM

To: Aguirre, Janita <Aguirre.Janita@epa.gov>; Fox, Radhika <Fox.Radhika@epa.gov>

Cc: Penman, Crystal <Penman.Crystal@epa.gov>

Subject: RE: removal of chairs

Good Afternoon – more than glad to assist with getting the furniture removed from Bruno’s Office and the OW foyer. I will need more information about which chairs in Bruno’s office, and before we move the drawers, we will need to empty them of any files. I am planning on coming in to the office either tomorrow or Friday, and can spend some time packing up those files. Is there a day that would be better to coordinate?

I am still waiting to hear back from National Business Furniture and their delivery company with a new date for the delivery of the desk. I will provide an update by the end of the week.

As for the desk chair, it is being resent. Quote from email from EvensonBest.com “I hate to bring bad news, but unfortunately UPS lost the Life Chair during transit and that's why the tracking has not updated in a week's time.

Knoll is working on a replacement order and expediting the process. I will be in touch with the new ship date.” I do not understand how a desk chair can get lost.

Question on whether or not we should return the “new” conference room chairs to facilities. We could look for other chairs in their inventory.

Please let me know if you have any questions.

Lynn Zipf

Acting Director, Organizational Support Services

Management and Operations Staff

Office of Water

(202) 564-1509

From: Aguirre, Janita <Aguirre.Janita@epa.gov>

Sent: Wednesday, January 19, 2022 3:58 PM

To: Fox, Radhika <Fox.Radhika@epa.gov>; Zipf, Lynn <Zipf.Lynn@epa.gov>

Cc: Penman, Crystal <Penman.Crystal@epa.gov>

Subject: RE: removal of chairs

Hi Radhika,

I’m looping in Lynn to help assist in processing this request. Lynn, once the request is submitted to building services, please let us know the anticipated timeframe for the removal.

Thank you,

Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water

Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: Fox, Radhika <Fox.Radhika@epa.gov>

Sent: Wednesday, January 19, 2022 3:52 PM

To: Aguirre, Janita <Aguirre.Janita@epa.gov>

Cc: Penman, Crystal <Penman.Crystal@epa.gov>

Subject: removal of chairs

Janita – could you please have someone come remove chairs from Bruno’s office? And also the file cabinets in the foyer to office of water space? Let me know when they can do that. thanks! Radhika

Radhika Fox
Assistant Administrator
Office of Water
U.S. Environmental Protection Agency
Fox.Radhika@epa.gov

Zipf, Lynn (she/her/hers)

From: Fox, Radhika
Sent: Saturday, January 8, 2022 8:08 PM
To: Aguirre, Janita
Cc: Penman, Crystal
Subject: RE: Revised - RE: Feedback needed - office configuration for new desk

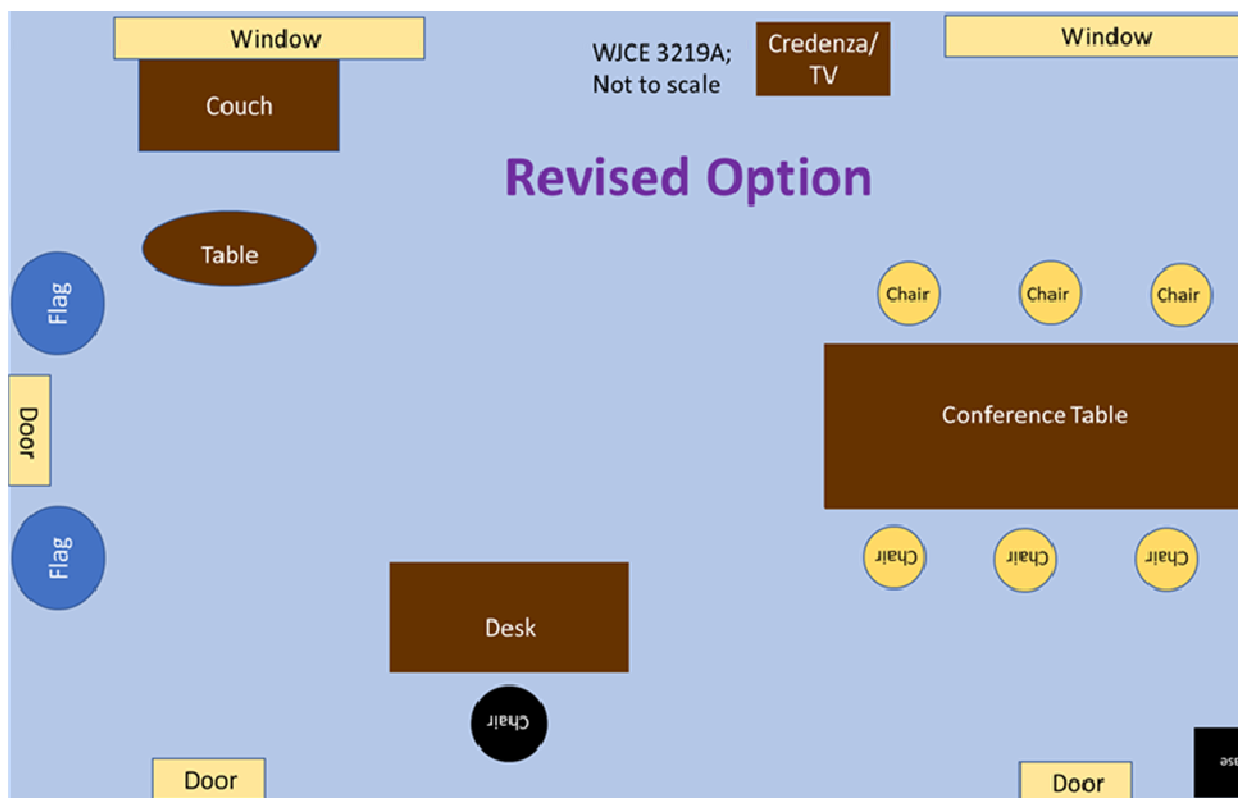
This is looks good! thanks

From: Aguirre, Janita <Aguirre.Janita@epa.gov>
Sent: Thursday, January 6, 2022 3:44 PM
To: Fox, Radhika <Fox.Radhika@epa.gov>
Cc: Penman, Crystal <Penman.Crystal@epa.gov>
Subject: Revised - RE: Feedback needed - office configuration for new desk

The work truly never ends! (b) (6)

[REDACTED]

Does this revised option look correct? This should work very well! Did you want the bookcase moved anywhere or taken out of your office?



I look forward to catching up when there's a chance.

Thank you,

Janita

Janita Aguirre – Chief of Staff

U.S. Environmental Protection Agency | Office of Water

Phone: (202) 566-1149 | Email: aguirre.janita@epa.gov

From: Fox, Radhika <Fox.Radhika@epa.gov>
Sent: Thursday, January 06, 2022 3:19 PM
To: Aguirre, Janita <Aguirre.Janita@epa.gov>
Cc: Penman, Crystal <Penman.Crystal@epa.gov>
Subject: RE: Feedback needed - office configuration for new desk

Hi Janita – first of all Happy New Year! I haven't had a chance to call to see how your break was. (b) (6)

This is great news – thanks for the update. As far as the set up, I was thinking Option 1, but that my desk would be where the bookcase is. So I would be sitting at the desk facing the windows. Do you think that arrangement would work?

From: Aguirre, Janita <Aguirre.Janita@epa.gov>
Sent: Thursday, January 6, 2022 3:02 PM
To: Fox, Radhika <Fox.Radhika@epa.gov>
Cc: Penman, Crystal <Penman.Crystal@epa.gov>
Subject: Feedback needed - office configuration for new desk

Hi Radhika,

I have great news from Lynn. Your new desk is set to arrive next Thursday, January 13. We are working to make the necessary arrangements with IT to disconnect the computer cords and phone, as well as with building services to remove the old desk pieces. Crystal and I remember talking with you about a new office configuration. Does either option below capture your vision for the new set-up? If not, please let us know so we can revise and submit to building services. Ideally, the old desk will be removed between next Monday-Wednesday, so it's clear for the arrival and set-up of your new desk. Lynn plans to be in the office to assist and ensure with the new desk delivery next Thursday. Please let us know if there are any questions or concerns.

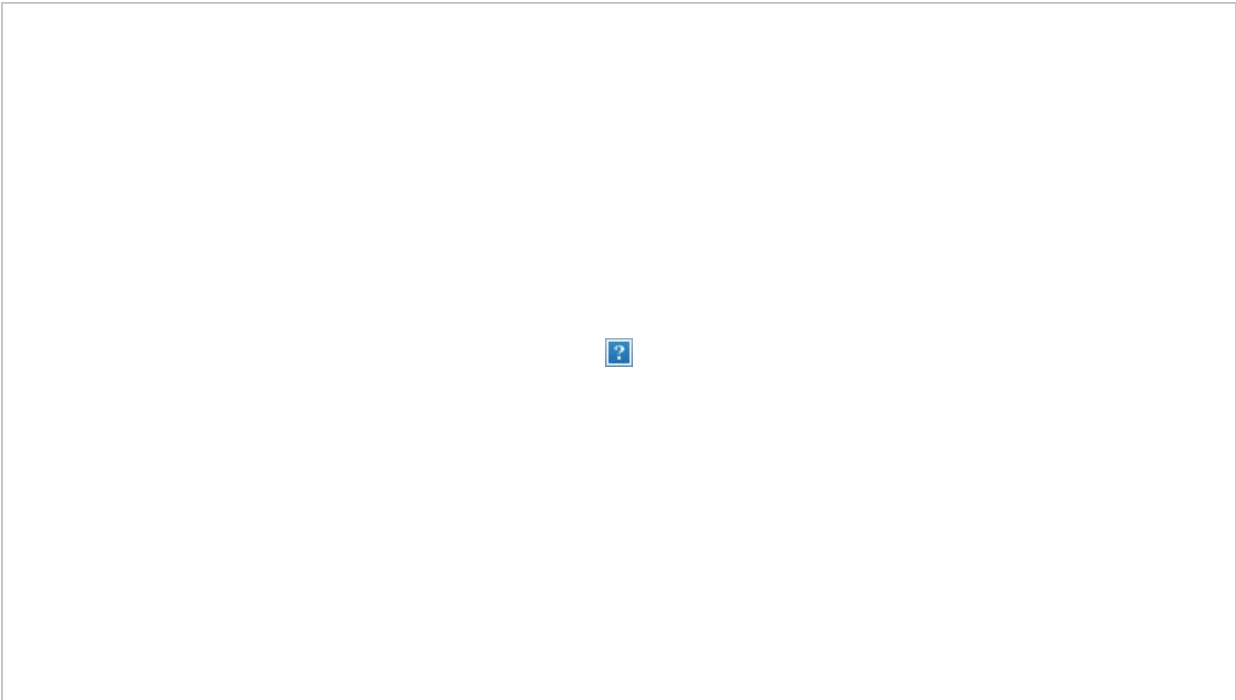
From: [Zipf, Lynn](#)
To: [Stevens, Robert](#)
Cc: [Torrez, Alfredo](#); [Aguirre, Janita](#); [Fields, Wanda](#); [Lousberg, Macara](#)
Subject: Status of Desk, Chair and set up in 3219A
Date: Tuesday, January 18, 2022 8:22:53 AM
Attachments: [RF Loading Dock Clearance form for EPA delivery - QM610664 Version \(3\) ZK155750.msg](#)
[image001.png](#)

Good Morning – the new desk for 3219A was not delivered on Thursday, January 13, 2022. I have followed up with Matt from National Business Furniture to determine the status of the delivery.

The desk chair is with UPS and we will monitor for delivery.

The rest of 3219A has been set up like the diagram below. I swapped out the conference room chairs with the ones we got from FMDS. The old conference room chairs are in OPME space, along the walls, in case they are needed. If the old chairs are no longer needed, I can request for them to be surplus.

I will work with Wanda to order the flags.



Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water
(202) 564-1509

Zipf, Lynn (she/her/hers)

From: Zipf, Lynn
Sent: Thursday, January 27, 2022 11:16 AM
To: Penman, Crystal; Fields, Wanda
Cc: Aguirre, Janita
Subject: RE: Thank You!

Thank you all for your assistance and persistence. It has been a process.

Lynn Zipf
Acting Director, Organizational Support Services
Management and Operations Staff
Office of Water

(202) 564-1509

Planned Absence(s): **January 28, 2022**

From: Penman, Crystal <Penman.Crystal@epa.gov>
Sent: Thursday, January 27, 2022 10:04 AM
To: Fields, Wanda <Fields.Wanda@epa.gov>; Zipf, Lynn <Zipf.Lynn@epa.gov>
Cc: Aguirre, Janita <Aguirre.Janita@epa.gov>
Subject: Thank You!











Thank you
for all of your help with Radhika's furniture delivery. I know this was challenging but the end result is one HAPPY
Assistant Administrator. Much appreciated!
Sent from my iPhone